

**EXPENSE REIMBURSEMENTS**

District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required in DKC-R.

The Superintendent of Schools and members of the Board of Education shall submit any out-of-state Professional Visitation Requests and all Professional Visitation Requests exceeding \$500 to the Board of Education for approval.

Reimbursement requests by staff exceeding \$500 shall be approved by the Superintendent.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board.

Board Approved:      10/09/2007  
                                 03/28/2022